

PLEASE POST

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE
P.O. Box 837 ~ Sells, Arizona 85634
Phone: (520) 383-6540 ~ Fax: (520) 383-4676
Website: www.tonation-nsn.gov



Job Summary - July 1, 2013

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2013 Salary</u>
General Support Services					
3289	Motor Pool	Fleet Mechanic		3/4/2013	\$ 16.80
Department of Planning and Economic Development					
3300	Administration	Grant Writer Supervisor		4/8/2013	\$ 57,270.00
Department of Health and Human Services					
3163	Behavioral Health	Behavioral Health Therapist		5/13/2013	\$ 51,883.00
3317	Behavioral Health	Records Clerk	CR	6/24/2013	\$ 13.79
3219	Child Welfare	Group Home Worker		6/3/2013	\$ 15.22
3003	Community Health Services	Billing Technician		6/17/2013	\$ 15.22
3232	Community Health Services	Community Health Representative		3/25/2013	\$ 13.79
3290	Health Transportation Services - Site: San Simon	Program Coordinator		4/8/2013	\$ 40,531.00
3282	Health Transportation Services - Site: San Simon	Transit Driver		4/8/2013	\$ 12.81
3318	Health Transportation Services - Site: Ak Chin	Transit Driver		4/8/2013	\$ 12.81
3292	Senior Services	Cook Aide		4/15/2013	\$ 8.84
Department of Education					
3360	Early Childhood - Site: Sells	Child Care Specialist	NEW	7/1/2013	\$ 9.29
3110	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.49
3245	Early Childhood - Site: Sells	Teacher Aide		4/1/2013	\$ 11.32
3311	Early Childhood - Site: Sells	Teacher Aide		4/29/2013	\$ 11.32
3310	Early Childhood - Site: Sells	Teacher Aide/Driver		4/29/2013	\$ 14.49
3105	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.49
3109	Early Childhood - Site: Pisinemo	Teacher Aide		11/13/2012	\$ 11.32
3041	Higher Education	Education Assistance Specialist		6/3/2013	\$ 15.22
3009	Johnson O'Malley	Program Coordinator (Part-Time)		5/13/2013	\$ 19.49
3344	One Stop	Program Manager, Senior		7/1/2013	\$ 69,777.00
3268	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3262	Recreation - Site: Menager's Dam	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3264	Recreation - Site: Pisinemo	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3269	Recreation - Site: Pisinemo	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3266	Recreation - Site: Sells	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3341	Recreation - Site: Sells	Recreation Program Coordinator		5/20/2013	\$ 20.47
3142	Recreation - Site: Sells	Recreation Specialist		6/17/2013	\$ 12.49
3267	Recreation - Site: Sells	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
Department of Natural Resources					
3355	Cultural Center/Museum	Museum Trainee (Part-Time)	Re-advertised	7/1/2013	\$ 10.25
3356	Cultural Center/Museum	Museum Trainee (Part-Time)	Re-advertised	7/1/2013	\$ 10.25
Department of Public Safety					
3173	Corrections	Administrative Assistant, Senior	CR, CL	6/10/2013	\$ 16.80
3168	Corrections	Corrections Support Specialist	CR	6/10/2013	\$ 14.85
3304	Law Enforcement	Custodial/Grounds Worker		3/25/2013	\$ 10.77

ATTENTION ALL APPLICANTS!!!

Open Until Filled: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

Current Employees: must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h)
This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (520) 383-6540 to schedule an appointment.

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE.
Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

Intermountain Centers for Human Development

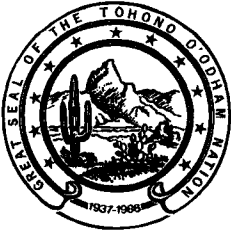
Position: In-Home Counselor (Children's and Adult's Services) - Tohono O'odham, Sells, AZ
Please contact I.C.H.D. Human Resources at (520) 721-1887 ext. 5217 or www.ichd.net

Social Security Administration Office

Position: Janitorial Technician - Sells Hospital
Janitorial services needed for Mondays and Friday mornings.
For more information: 1-866-220-9779 ext. 16203

(or)

Social Security Administration
Attention: Debra
88 W. 38th Street, Suite 100
Tucson, Arizona 85713



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

3360

JOB ANNOUNCEMENT

JOB TITLE: CHILD CARE SPECIALIST
SALARY: \$9.29 PER HOUR, PLUS BENEFITS

OPENING DATE: July 1, 2013

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/Early Childhood

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, promotes physical, mental, and social development for children while providing day care services to infants and toddlers of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

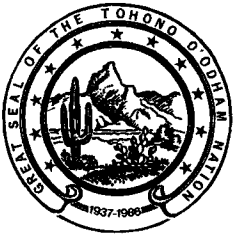
- High School Diploma or General Education Diploma and six months work experience in caring for infants and toddlers, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Must possess and maintain a current Food Handler's card.
- Must satisfy health requirements as defined by the federal program standards.
- Must enroll in Child Development Associate (CDA) courses, within the first six months of hire, to seek CDA credentials.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic citations within the last three years).
- Must submit a 39-month driving record with the employment application.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"



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3344

JOB ANNOUNCEMENT

JOB TITLE: PROGRAM MANAGER, SENIOR

SALARY: \$69,777, PLUS BENEFITS

OPENING DATE: July 1, 2013

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: EDU/One Stop

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general direction, accomplishes the program's objectives by leading the planning, organizing and supervising of all functions required to develop, implement and operate an assigned program of a sizeable and complex magnitude.

SCOPE OF WORK: To provide training, education, career exploration, and employment services for Native Americans (O'odham) residing on or near the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Social Services or closely related field and four year's senior management experience in program and/or grant administration, or an equivalent combination of education or experience which demonstrates the ability to perform the duties of this position.
- Two years of supervisory experience.

—AND—

- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years).
- Must meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit.
- Must submit a 39-month driving record with the employment application.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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3355

3356

JOB ANNOUNCEMENT

JOB TITLE: Museum Trainee (Part-Time)

SALARY: \$10.25 PER HOUR, PLUS BENEFITS

OPENING DATE: July 1, 2013

CLOSING DATE: July 12, 2013

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Part-Time

(This position is budgeted for 1040 hours)

HRS/WK: Non-Exempt

DEPARTMENT: Natural Resources/Cultural Center/Museum

JOB LOCATION: Topawa, AZ

POSITION SUMMARY: Under close supervision, will gain skills and knowledge on how to handle large archaeological collections and work in the Cultural Center and Museum (Himdag Ki:); will learn areas of cultural resources management, collections management, general museum operations, and will work with elders, community members, museum professionals, and Himdag Ki: mission, goals and objectives.

Successful completion of the program will give the trainee formal and informal on-the-job knowledge and skills that will be valued in museums, cultural centers, and related organizations.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and a strong interest in the field of museum collections, or closely related field; or an equivalent combination of training, education, and work experience which demonstrates the ability to complete the scope of work.

—AND—

- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years).
- Must meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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